



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
Michigan Occupational Safety & Health Administration
(MIOSHA)

KEITH W.COOLEY
DIRECTOR

ERGONOMICS APPENDIX ADVISORY COMMITTEE **AMENDED MEETING MINUTES**

May 23, 2007—Wednesday—9:00 a.m.
General Office Building—7150 Harris Drive—Conference Room B
State Secondary Complex—Lansing

PRESENT

COMMITTEE MEMBERS:

Sheryl Ulin..... University of MichiganCo-Chairperson
Mark Spence Dow Chemical Company.....Co-Chairperson
Andrea Smutz Genesee County Controllers Office
Andrew Comai UAW International Union
David Cwynar..... DAC Physical Therapy, LLC
Laura Hardy Delphi
Marie Martinko Society of the Plastics Industry Inc
Scott Tolmie DaimlerChrysler
Teresa Bellinger Haworth, Inc
Tycho Fredericks Western Michigan University

MIOSHA STAFF:

Marsha Parrott-Boyle Standards Section
John Peck Management & Technical Services Division
Bart Pickelman..... General Industry Safety & Health Division
Richard Zdeb Consultation, Education & Training
Dena Hendon..... Standards Section

NOT PRESENT:

Bradley Joseph Ford Motor Company
David Herbel Michigan Association of Homes & Services for the Aging
Derrick Quinney Michigan State AFL-CIO
George Vondrak..... Blue Cross Blue Shield of Michigan
John Bavin Michigan Chamber of Commerce & Consumers Energy
Karlene Ketola Michigan Association of Homes & Services for the Aging
Linda Berry..... United Food & Commercial Workers – Local 951
Margaret Faville Service Employees International Union Local 79
Nancy McLaughlin Agility Health Professionals, Inc.
Ronald Henderson Tower Automotive
Susan Howe..... Society of the Plastics Industry Inc

Agenda Item #1—Call to Order

The May 23, 2007 MIOSHA Ergonomics Appendix Advisory Committee meeting was called to order by Co-chairperson Sheryl Ulin. Roll call was taken and a quorum was present.

Agenda Item #2—Approval of Minutes for April 25, 2007 Meeting

A motion was made by Sheryl Ulin and was seconded by David Cwynar to approve the minutes of the April 25, 2007 Advisory Committee meeting.

MOTION CARRIED UNANIMOUSLY.

Agenda Item #3—Review Appendix Draft #5

a. Appendix A ‘Ergonomic Risk Factors Examples’

Addition to Table 1 (f) Contract Stress: add an arrow to the knee of the man bending over the storage box.

b. Appendix B ‘Process for Assessing and Responding to Ergonomic Risk Factors Descriptions and Resources’

Addition of a table to (1) (c) regarding the differences between ‘Engineering’ and ‘Administrative’ controls.

Agenda Item #4—CET Sample Plan and Resources – Richard Zdeb

Martha Parrott-Boyle stated that she has spoken with Connie O’Neil, Director of Consultation, Education, & Training, and Nella Davis-Ray, CET Safety & Health Program Manager and they both agree that CET will work to develop the MIOSHA CET Ergonomic Web-page.

Richard Zdeb stated that the MIOSHA ergonomic committee has met several times and have compiled a basic generic ergonomic training program and an office ergonomic training program. Both programs need to be edited to qualify as a sample training program to meet the requirement of the draft rule and to correlate to draft language. He distributed copies of the PowerPoint’s of both programs.

The advisory committee had the following recommendations for the sample training program.

1. When referring to statistics – cite references.
2. Have a basic generic awareness ergonomic training program with industry specific programs for office, healthcare, manufacturing, and retail.
3. Include references to assessment tools such as REBA and RULA.
4. Refer to web-sites with specific examples.

Agenda Item #5—Signs and Symptoms’ Discussion

Appendix C ‘Training Plan’

A list of ‘Signs and Symptoms’ was distributed that was written by David Cwynar. At the end of the discussion, David Cwynar agreed to write an introduction paragraph for the next meeting in order to incorporate his material.

Agenda Item #6—Review of ‘CURRENT MAJOR TOPICS FOR APPENDICES’ List

1. Examples Ergonomic Hazards – Appendix A

Ergonomic hazards were discussed. The committee moved the section entitled ‘Assessment Resources’ to the end of Appendix A after table 1 and agreed to remove Table 2 as the meaning is not clear. Mark Spence agreed to write a paragraph regarding ‘Examples of Ergonomic Hazards’ prior to the next meeting. It will also complete Appendix A and lead into Appendix B.

2. Examples of Risk Factors

The committee felt this was done in Appendix A.

3. Signs and Symptoms – Appendix C

a. Examples of Reporting Processes

The advisory committee is working on this. David Cwynar is writing an introduction paragraph to be reviewed at the next meeting.

4. Examples of Assessment Processes – Appendix B

The Advisory Committee does not want to highlight or lay out specific assessment tools; therefore will refer customers to CET web-sites for assessment process assistances from public and industry specific resources.

5. Examples of Ways to Control Ergonomic Hazards

The committee felt this was done Appendix B by using the draft language and giving examples of ways to control ergonomic hazards.

6. Training Guidelines/Outline

a. Sample Training Programs Online

i. MIOSHA Programs (include generic versions)

ii. Association Programs (industry specific)

b. Office Ergonomics

To be included in CET website resource page.

7. MIOSHA Ergonomics Award Winners Listed as Contacts

To be included in CET website resource page.

8. Best Practices Case Studies

To be included in CET website resource page.

9. Additional Resources (workplace design guidelines)

To be included in CET website resource page.

Agenda Item #5—Next Meeting

Next Meeting - Wednesday June 27, 2007 - 9:30 a.m to noon
General Office Building—7150 Harris Drive
State Secondary Complex—Lansing
Conference Room A

Agenda Item #6—Public Comment

None

Agenda Item # 7—Adjournment

With no further business before the committee, the meeting was adjourned.

****Minutes were reviewed, amended, and approved at the June 27, 2007 meeting.****